The following tutorial instructs you on how to grade assignments within Aportfolio.

**Step 1**: Once you have logged into Aportfolio, select **Courses** at the top of the page.

**Step 2**: Select the course in which you want to begin viewing assignments.
**Step 3:** Once in the course, select the Assignments tab.

**Step 4:** Here you will be able to see all of the students and assignments within the course.

Assignments with an orange F, indicate that the assignment is ready to be viewed. **Click** on the orange F.

The blue S indicates the assignment is waiting on the student to submit. The orange F indicates that the submission is waiting for faculty. The yellow C indicates that the assignment has been completed. The green P indicates that the student has passed that assignment. The dark grey N indicates the student did not pass the assignment.
**Step 5:** Click on View e-Portfolio to view the portfolio that was submitted for that assignment.

**Step 6:** This is a time-stamped view of the student's submission. If a student has made changes since the submission of the assignment, you will not be able to see them.

If you have further questions, please make an appointment.